

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Underhill Town Hall  
Tuesday, January 17, 2017, 6:00 p.m.**

**Selectboard:** Cliff Peterson, Rick Heh and Kurt Johnson

**Town Staff:** RaMona Sheppard, Brian Bigelow, Nate Sullivan and Sherri Morin

**Public:** Fisher Wagg (MMCTV), Stacy Turkos and Bill Wilson

**6:00 p.m. Call to order, adjustments to agenda.** Meeting called to order by Chair. Add Town Meeting Australian Ballot questions and vehicle maintenance to New Business.

**6:01 p.m. Public Comment Period.** No comments.

**6:02 p.m. Bill Wilson, Town Meeting.** Moderator Bill Wilson, Selectboard and staff discussed upcoming 2017 Town Meeting. Room set up and procedures discussed.

**6:31 p.m. New Business**

**Vehicle Maintenance.** Nate Sullivan Road Foreman discussed major repairs needed for 2006 International dump truck. Cost estimate between \$8,000-10,000. This truck is scheduled to be traded in connection with the upcoming 2017 dump truck delivery. Consensus of Selectboard is to park the truck and advise Clark's Truck Center of defect; Road Foreman to contact Clark's as to effect on trade-in value.

**Town Meeting Ballot Items.** Selectboard reviewed official warning as prepared by Town Clerk Sherri Morin. By consensus the Selectboard approved and signed the warning.

**Finance and Human Resources.** Selectboard reviewed finance and human resource items with Finance Director RaMona Sheppard. Specifically current unassigned fund balance of 18.4%, Old Schoolhouse #5 funding, possible VMERS rate increase, new earned sick time rules and highway department vacation rollover discussed. Modification to Personnel Policy for vacation rollover to be on agenda for February 14.

Cliff Peterson moved to allow Nate Sullivan to carry over 32 hours of vacation time and for Alex Angelino carry over 23 hours. Rick Heh seconded and the motion passed 3-0.

**Town Land Contracts / Tax Stabilization Agreement.** Selectboard and staff discussed three contracts that are expiring and where the properties do not meet the acreage requirement to subdivide.

Cliff Peterson moved that the Town not renew contracts at PV270 (Russell), PH224 (Cross) and SA024 (Bradford) and that Town Administrator is directed to communicate decision to property owners and Board of Listers. Rick Heh seconded and the motion passed 3-0.

Staff directed to contact property owners in similar circumstances who are currently in years 8 and 9 of their contracts to give additional notice of policy.

Selectboard and staff reviewed new Town Land Contract applied for by John and Kathy Connelly of 270 Irish Settlement Road. Property is 46 acres within the Rural-Residential Zoning District which has a minimum lot size of three acres.

Cliff Peterson moved to approve the Tax Stabilization Agreement at IS270 for 46 acres effective April 1, 2017 for ten years. Rick Heh seconded and the motion passed 3-0.

**2017 Certificate of Highway Mileage.** Selectboard reviewed and by consensus signed the Certificate to return to VTrans.

**7:06 p.m. Old Business**

**Town Garage.** Kurt Johnson reviewed site visit with Jim LaPorte/Bugbee Insulation, Town Administrator and Road Crew member Scott Kilpeck. Options discussed. Roof inspection and repair required. LaPorte to have conversation with Fire Marshall and provide quote. Draft memorandum to Fire Marshall reviewed, approved and Staff directed to forward.

**7:30 p.m. Warrants and Minutes.** By consensus the Board reviewed and signed current warrants.

- Cliff Peterson moved approval of minutes of the January 3, 2017 Regular Selectboard meeting as submitted. Rick Heh seconded and the motion passed 3-0.
- Cliff Peterson moved approval of minutes of the January 12, 2017 Capital Improvement Program Public Hearing as submitted. Rick Heh seconded and the motion passed 3-0.
- Cliff Peterson moved approval of minutes of the January 12, 2017 Special Selectboard meeting as submitted. Rick Heh seconded and the motion passed 3-0.

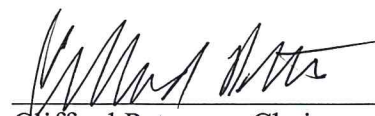
**7:32 p.m. Member Items, Correspondence, Announcements, Schedule:** Notice made of the next Regular Selectboard meeting being held on January 31, 2017.

- Kurt Johnson proposed a process of soliciting for a contractor(s) to perform minor repairs on an as needed basis without having to solicit each time a problem was identified. Consensus was that that should be explored.
- Kurt Johnson offered to be the designated delegate to attend VLCT Business Meeting on February 15, 2107. Consensus was to appoint him to that role.
- Notice made of memorandum received from CCRPC of grant funding for \$16,105 for an Underhill Stormwater Master Plan. Grant Agreement to be developed.
- Town Administrator memorandum on fuel pricing reviewed. Consensus is to change providers to Clarence Brown for diesel and heating oil and to Jack Corse for propane.
- Notice made of receipt of memorandum from Green Mountain Transit regarding Jefferson Commuter Ridership. New numbers show that requested Town contribution amounts to more than \$22.00 per rider.

**8:06 p.m. Adjournment:** On a motion made by Rick Heh and seconded by Cliff Peterson the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Clifford Peterson, Chair

1-31-2017

Date